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*Indian Standard*  
GUIDE FOR PREPARATION AND  
PRODUCTION OF TEXTBOOKS

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# *Indian Standard*

## GUIDE FOR PREPARATION AND PRODUCTION OF TEXTBOOKS

### 0. FOREWORD

**0.1** This Indian Standard was adopted by the Indian Standards Institution on 24 May 1974, after the draft finalized by the Documentation Sectional Committee had been approved by the Executive Committee.

**0.2** A textbook is a type of instructional material which aids the teaching-learning process. It is one of the most widely used instructional media in schools, colleges, universities, and even in the home. The textbook is also used for self-learning by individual students either in the classroom or at the home. Besides immediately helping the learner in revising and reinforcing his previous learning, it stimulates his interest and provides extended and organized learning experiences.

**0.3** In view of the unique position of the textbook in the teaching-learning process, the quality of education is significantly influenced by the quality of the textbook. It is, therefore, necessary to lay down suitable guidelines for both the content and the format of the textbook.

**0.4** To arrive at a definitive manuscript for the press, it is necessary to adopt a systematic procedure as outlined in Appendix A.

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### 1. SCOPE

**1.1** This standard lays down general instructions for the guidance of authors, compilers, editors and producers of textbooks to facilitate their preparation and production. It includes instructions relating to the planning and preparation of the content of the manuscript, of the illustrations and exercises, and such other aspects of the textbook. It also includes instructions relating to editing and production applicable to textbooks for all stages of education.

**1.2** The preparation of a textbook implies all the processes involved in preparing the final press copy. The production of the textbook starts when the press-ready manuscript is handed over to the printer. Since the production of a textbook also implies the processes involved in preparing the final press copy, it should be borne in mind that preparation and production are not so much *sequential* as *simultaneous* operations.

## 2. THE AUTHOR(S)

**2.1** The author(s) should have had sufficient experience of teaching that age-group and class-level of pupils for whom the textbook is intended. If this is not so, at least one teacher (more if required) teaching such pupils should be associated with the writing of the book as a co-author or a consultant. Each chapter, as it is written, may be reviewed by this co-author/consultant and then finalized.

## 3. GENERAL CHARACTERISTICS OF THE CONTENTS OF A TEXTBOOK

**3.1 Prelims or Preliminary Pages of a Textbook** — The preliminary pages of a textbook and the sequence in which these constituents appear shall be as follows (*see* IS : 790-1956\*):

- a) Title-leaf,
- b) Contents leaf (leaves), and
- c) Prefatory or introductory leaf (leaves).

**3.1.1 Title-Leaf** — The information to be given on the title-leaf and on the back of the title-leaf of a book shall be as recommended in IS : 792-1964†.

**3.1.2 Contents Leaf (Leaves)** — The contents leaf (leaves) shall list the chapters, sections and other parts of the book, with a brief synopsis (or analysis) of each chapter, section, etc, if required.

**3.1.3 Prefatory or Introductory Leaf (Leaves)** — The preface or introduction describing the purpose, historical background, scope, etc, of the book shall appear after the table of contents. Whenever ideas or patterns of study and expression are borrowed from another publication, or whenever excerpts are quoted from other publications, suitable acknowledgement shall be made by the author in the preface.

**3.1.4** Where necessary, a page may be devoted to abbreviations, symbols and notations used in the book.

**3.1.5 Pagination** — The pagination shall be in the running sequence of international numerals, starting from the first page of the text. No page number is required when a chapter begins on a new page. However, if a page number is given, it should be placed at the bottom of the page.

**3.1.6** For the pagination of the prelims a different set of numerals, preferably Roman sub-numerals, shall be used.

**3.1.7 Size of the Book** — The size of the book shall conform to the recommendations given in IS : 7160 (Part I)-1974‡.

\*General structure of preliminary pages of a book (*tentative*).

†Specification for title-page and back of title-page of a book (*revised*).

‡Guide for print area, margins and type sizes for textbooks: Part I Textbooks in English.



## 3.2 Substance of the Textbook

### 3.2.1 *Subject Matter*

#### 3.2.1.1 *Selection of content*

- a) The content should be related to the objectives of the curriculum and to the syllabus.
- b) The content should be factually correct and up to date.
- c) If the textbook forms part of a series, the content of the book should be planned within the larger framework of the entire series; it should articulate within the series and also with the previous learning and the subsequent expected learning.
- d) Repetition should be avoided, unless it is necessary to reinforce learning.
- e) While giving examples, the clientele and its environment should be kept in view.

#### 3.2.1.2 *Organization and presentation of content*

- a) In the organization and presentation of the content, the following should be borne in mind:
  - 1) The logic and structure of the discipline,
  - 2) The level of comprehension of the pupils, and
  - 3) The previous learning of the pupils.
- b) In each chapter the main content may be followed by a summary of the content, or conclusions or generalizations, as the case may be.
- c) In chapters where it is found necessary an overview of the relevant portions of the material covered earlier may be given in the beginning.
- d) If it is found necessary to divide a chapter into sub-units, each of these sub-units should articulate with the others.
- e) In a non-language subject, the vocabulary, grammatical structures and idiom used should, as far as possible, be within the language attainment of the pupils. A practical guide would be the language used in the language textbook followed by the pupils.
- f) Every new term should be clearly explained where it first occurs.

**3.2.1.3 *Illustrations*** — Illustrations shall conform to the requirements prescribed in IS : 6660-1972\*. In keeping with modern practice, particularly in the case of textbooks, they should not be mere interruptions of text. The following points may also be considered :

- a) Illustrations should generally be used for situations where it is not

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\*Guide for illustrations in books.

possible to present a body of knowledge through words either economically or at all in verbal form.

- b) They may also be used in situations where reinforcement is required to explain a particular portion of the content.
- c) In textbooks intended for very young pupils, say, up to the middle-school stage, illustrations may be used also to make the material interesting and attractive. For pupils at the primary level it is desirable that the style of drawing should be realistic and that details which distract from the main point of the illustration should be avoided.
- d) Illustrations should faithfully reflect the idea to be presented.
- e) Illustrations shall be authentic.

**3.2.1.4 Interspersed exercises** — Exercises may be interspersed between the different sections or sub-units of a chapter to reinforce the learning of the major concepts, understandings and skills taught in a particular section or sub-unit.

**3.2.1.5 Review exercises** — The following may be considered in the preparation of review exercises :

- a) Exercises should reinforce the understanding of the contents and should be comprehensive in coverage.
- b) They should be properly graded, covering the different levels.
- c) They should reflect variety in form; judicious use should be made of both the essay and the objective type of exercises. Among the objective type of exercises, the following forms are commonly employed :
  - 1) Multiple choice,
  - 2) Short answer (free response),
  - 3) True-false, and
  - 4) Matching statements.

## **4. PHYSICAL REQUIREMENTS OF THE MANUSCRIPT**

### **4.1 Guidelines for Typing the Manuscript**

- a) The copy shall be typewritten, on one side of the sheet (A4, that is, 210 × 297 mm) only, double spaced throughout, including footnotes. Extended quotations should also be in double space but where the quotation begins there should be a double indentation in the margin.
- b) A wide margin shall be left on all the four sides of the sheet, the minimum width of the left-hand margin being 30 mm.
- c) Standard paper of good quality shall be used. If a sheet or part of a sheet becomes difficult to read because of corrections or additions, it should be retyped. In making revisions, parts of sheets shall not be pasted together in such a way as to make a new sheet of abnormal

size; instead, two (or more) sheets of normal size shall be made even if neither is completely filled.

- d) The typed letters should be legible and particular care should be taken to see that the ribbon is neither old and dry nor too heavy and moist, that it is properly adjusted so that the top and bottom of such letters as f, l, k, p, g and j may not be cut off; similarly the keys should be free from any clogging material which may obliterate the difference between c and o, a and s, m and n, etc.
- e) The pages should be numbered consecutively in the upper right-hand corner.
- f) The copy should contain complete material for the preliminary pages (title, contents and prefatory or introductory material), notes, bibliography and appendices. If for any good reason, any other item has to be added in the copy later, this fact should be indicated specifying the approximate extra space needed.
- g) Every manuscript should have at the minimum one other copy which faithfully incorporates all the details of the original manuscript.
- h) In the typing of the manuscript no extra spaces after punctuation marks should be allowed.
- j) For an actual quotation, the double quotation mark should be used. But for a quotation, within a quotation the single quotation mark should be used. The single quotation mark should also be used for hypothetical remarks and for expressions used in a special sense. Where a quotation spills over a paragraph, it should be indented.
- k) Portions deliberately omitted in a quotation or an extract that is cited should be indicated by three open dots if the omitted portion is one sentence or less. If, however, it is more than a sentence, five open dots should be used.
- m) A dash should be typed as two hyphens, with no blank space before or after.
- n) Diacritical marks, Greek and Cyrillic and such other letters, phonetic symbols and other special characters should be very carefully written in the typescript with pen and ink, unless the typewriter is equipped with special keys.
- p) A list of all special characters occurring in a textbook shall be written on a separate sheet and prefixed to the typescript.

**4.2 Tables** — Tables shall be used wherever tabular presentation not only eliminates repetition but also indicates relations clearly. If two or more tables appear in a book, they should be numbered serially, and reference to any table should be by number.

**4.2.1 'Breaking' of Tables** — 'Breaking' of a table, namely, carrying it over from one page to another, should be avoided as far as possible. When,

however, there is no option but to carry a table from one page to the next, the complete headings of the table and the columns shall be repeated on successive pages. The fact that the material is continued shall be indicated both at the bottom of the page from which the material is continued and at the top of the page on which it is continued.

**4.2.2 Annotations** — In general, annotations to tables should be avoided. It is often possible to integrate the annotation with the text. Where it is necessary to use annotations to tables, they shall be in smaller type placed immediately above the control line and shall be indented. Suitable space may be given between the last row of data in the table and the first annotation. To indicate references to annotations international numerals shall be used as superscripts.

**4.3 Illustrations** — Plates and line drawings referred to in the textbook shall be serially numbered. Full plates and text-figures should be given separate serial numbers, that is, Plate I, II, III, and Fig. 1, 2, 3, etc. If a plate or figure comprises more than one subject requiring specific attention, these should be marked (a), (b), (c), . . .

**4.3.1** In the production of a textbook in which each chapter has to have a large number of illustrations, both plate, photographic insert and line drawing, it is advisable to number these illustrations serially chapter-wise. For example, if a particular chapter, say Chapter 5, has 25 illustrations, the numbering of the illustrations would be 5.1 to 5.25.

**4.3.2** In preparing the illustrations for the copy, the captions shall be typed out or neatly indicated in hand on the verso of the illustrations. The manuscript shall clearly indicate the placement of the illustrations, *vis-a-vis*, the text matter.

**4.3.3** Direct writing on the back of half-tone pictures or other illustrations must be avoided. Paper fasteners should never be used; a slip may be attached containing the description of the illustrations.

**4.4 Proof-Reading** — After the first proofs have been received from the press, they should be carefully checked in accordance with IS : 1250-1958\*, which prescribes proof-reading symbols. Authors should be advised that additions and alterations even at the galley stage are expensive but they become prohibitively so at the page-proof stage.

## 5. TYPOGRAPHY

**5.1** Type face and type size are important factors in making reading comfortable. In the selection of types the guidelines recommended in IS : 6298-1971† and IS : 7160 (Part I)-1974‡ may be followed.

\*Proof corrections for printers and authors.

†Guide for selection of type and page layout in textbooks.

‡Guide for print area, margins and type sizes for textbooks: Part I Textbooks in English.

**5.2** In type-written matter capitals should be signified by underlining the word(s) thrice, small capitals by underlining twice and italics by underlining once. Heavy or bold face for headings and sub-headings should be indicated by a wavy line.

## 6. ADDENDA

**6.1 Errata** — If it becomes at all necessary to have an errata slip, it should be the very last insertion before the index.

**6.2 Glossary** — The glossary, wherever necessary, may be given at the end of the text.

**6.3 Bibliography** — Wherever there is a bibliography it can be given at the end of a chapter or at the end of the book after the glossary as may be appropriate. The bibliographic form shall conform to IS : 2381-1963\*.

**6.4 Index** — To make the index really useful, it is necessary that certain standard basic rules are followed in preparing it. For this purpose, IS : 1275-1958† may be used as a guide.

**6.4.1** In a dictionary index, as far possible, proper names should be indicated by bold face and titles by italics.

**6.4.2** The index may be placed after the bibliography.

## APPENDIX A

( Clause 0.4 )

### REVISING THE ROUGH DRAFT

#### A-1. PROCEDURE

**A-1.1** Revision of the rough draft should be done in a systematic manner. There are many items that have to be checked and this require at least three readings of the draft as indicated below :

- a) The first reading of the draft should ensure that there is no repetition; that there are no lacunae; that the draft is not swollen by irrelevant material; that it is not verbose; that the draft is logical in structure and that it suits the clientele for which it is intended. The text and illustrations shall be in perfect harmony without the latter being either superfluous or inadequate.

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\*Recommendations for bibliographical references.

†Rules for making alphabetical indexes.

- b) The second reading should be to see that the draft is free of bias of any sort. It should be devoted to checking quotations, citations, cross-references, dates, spellings of proper names and manufactured products and the accuracy of any scientific or mathematical statements.
- c) The final reading should ensure that the style of exposition is simple; that there is uniformity in the matter of abbreviation, capitalization, use of italics, parentheses and in the use of mathematical, chemical and graphical language and other symbols; the text is grammatically correct and syntactically elegant.

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- 1250-1958 Proof corrections for printers and authors
- 1275-1958 Rules for making alphabetical indexes
- 1358-1967 Practice for layout of library catalogue code (*first revision*)
- 2381-1963 Recommendations for bibliographical reference
- 2550-1963 Glossary of classification terms
- 3050-1965 Code of practice for reinforced binding of library books and periodicals
- 3033-1966 Code of practice for the processing of microfilms (silver halide)
- 3130-1972 Code of practice for handling and storage of microtransparencies (microfilm and microfiche) (*first revision*)
- 4731-1968 Guide for preparation of manuscript of an article in a learned periodical
- 6298-1971 Guide for selection of type and page layout in textbooks
- 6299-1971 Guide for handling, testing and storage of monochrome photographic prints
- 6660-1972 Guide for illustrations in books
- 6666-1972 Frequency notation for periodical publications
- 7140-1971 Symbols and notations for correction of illustrations and illustration proofs
- 7150-1974 Library catalogue and abstract card
- 7160 (Part I)-1974 Guide for print area, margins and type sizes for textbooks: Part I Text-books in English



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